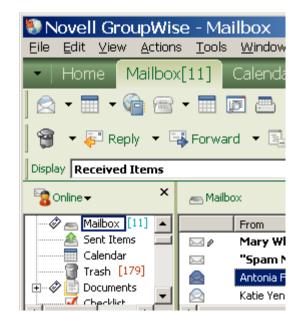
Accessing a Proxy Account – Client Account

- 1. Open GroupWise
- 2. Click on the word "ONLINE" in the Grey line just above your name
- 3. A list pops up -- Click on the word **PROXY**



- 4. The proxy box comes up.
- 5. Type the name of the person for whom you will proxy and click OK

For the Professional Development Calendar type prof And you will see Prof Dev MC and then click OK



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Total: 0

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🥙 CARMMC - Novell GroupWise - Mailbox

Mailbox

Display <Mailbox Custom Settings>

<u>File Edit View Actions Tools Accounts Window Help</u>

👝 Mailbox

Filter:

Subject

- 6. Now if you look in your folder container box, you will see a small globe and you will now see the person for whom you are proxying. Notice the grey line now shows PROXY instead of ONLINE.
- 7. Each time you want to go back and forth to access

Selected: 0 either your own account or the proxy account, just click on ONLINE or PROXY and select the name.

Proxy ▼

CARMMC Home

<u></u> Mailbox Sent Items

Calendar Documents Chacklid

If you have any questions, please contact JoAnn Goostree at Ext. 21008.